

<b>SUBJECT: PROMOTION</b>
---------------------------

## **PROMOTION**

- A. The promotional process enables the SBI to retain and promote the best qualified people to serve the citizens of North Carolina. To ensure that the SBI is able to address new, complex, and difficult issues, the promotional process encourages Bureau employees to continually upgrade and refine their professional skills.
- B. The promotional process is designed to ensure equal access and fair evaluation based on measurable educational and professional accomplishments.

## **BUREAU ROLE**

The Director of the Bureau decides which values, skills, knowledge, and abilities are to be sought during the promotional process.

## **AUTHORITY AND RESPONSIBILITY**

- A. The Assistant Director for Administrative Services coordinates the Bureau's role in the promotion process and ensures that announcements of promotional opportunities are posted and distributed to all eligible employees.
- B. Employees are responsible for knowing when they are eligible for promotion and for keeping track of promotional opportunities. It is up to individual employees and their immediate supervisors to make sure that training and personnel records accurately reflect employee progress and accomplishments.

## **THE PROMOTION PROCESS**

Requirements for promotion in the Bureau are defined by the Director and are listed in all job postings.

## **EDUCATION**

SBI personnel practices recognize and encourage employee commitment to education. Educational achievement plays a prominent role in the promotional process.

<b>SUBJECT:</b>	<b>PROMOTION</b>
-----------------	------------------

### **MINIMUM REQUIREMENTS**

The Bureau strives to attract and select the most qualified people and to encourage them to take on increased responsibilities. The promotion process is designed to encourage the pursuit of excellence. While postings list the minimum training and experience requirements for Bureau positions, the SBI will try to promote employees whose education and experience exceed posted minimums.

### **PREPARATION FOR PROMOTION**

Through supervisory oversight and counseling and through in-service training, the Bureau tries to prepare employees to meet promotional requirements. The Bureau recommends books and courses of study to those interested in career advancement.

### **PROMOTIONAL PROCESS EVALUATION**

The promotional process is continually evaluated. Each Assistant Director reviews and evaluates the process for their areas of responsibility and the Assistant Director for Administrative Services reviews the Bureau processes overall for the Director. The views of employees and candidates who go through the process, as well as the views of supervisors, are regularly solicited.